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Confidentiality of Records

A Club For Kids must ensure all information and records kept by a children's service are within the requirements of the Education and Care Services National Regulations, Privacy Act and Regulations and Family Assistance Law. This policy assists services to ensure that all persons' right to confidentiality of records is maintained at all times.

Education and Care Services National Regulations

The Children's Service must ensure that information kept in accordance with the Education and Care Services National Regulations is not divulged or communicated, directly or indirectly, to another person other than;

- A. to the extent necessary for the education and care of the child; or
- B. to the extent necessary for medical treatment of the child; or
- C. a parent of the child to whom the information relates, except in the case of information kept in a staff record; or
- D. the Regulatory Authority or an authorised officer; or
- E. as expressly authorised, permitted or required to be given by or under any Act or
- F. law; or
- G. with the written consent of the person who provided the information.

The service must ensure that documents set out in Education and Care Services National Regulations (Regulation 177) are kept in a safe and secure place for the length of time outlined in Regulation 183 (2).

A Club For Kids must ensure that client financial information, including Direct Debit, credit card or other confidential information is kept in accordance with best fit for purpose recommendation, including Payment Card Industry Data Security Standards.

Staff and Volunteers

The service must ensure all documentation in relation to A Club For Kids employees and volunteers are stored securely and for the prescribed length of time on the appropriate premise. The service must give regard to appropriate systems of access to ensure staff and volunteer confidentiality of records.



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Family Assistance Law

In the case of Child Care Subsidy approved services, the service will also comply with all requirements of Family Assistance Law, including storage requirements and all other obligations as set out by the Department of Education Employment and Workplace Relations (DEEWR).

